



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Executive Director, ICJE

Recruitment Period: November 1 – 18, 2016

Number of Positions: One (1) position

FLSA Status:

Exempt

Salary: \$118,275.00 - \$136,016.00

Position Location:

Athens-Clarke
County, GA

Job Summary

The Institute of Continuing Judicial Education (ICJE) of Georgia seeks a qualified individual to serve as the Executive Director. The Executive Director is responsible for a statewide educational system for judges and court staff for six levels of trial courts. To fulfill the Judiciary's educational mission, the Executive Director conducts needs assessments, facilitates curriculum development, coordinates conferences, and works with various committees and councils representing judges, including the Judicial Council Education and Training Committee and court employees throughout the state. The Executive Director provides leadership in maintaining and enhancing a comprehensive program of judicial branch education. The Executive Director takes direction from the Board of Trustees of ICJE.

This position is a full-time, state-funded job opportunity offered through the University System of Georgia and The University of Georgia. This status is subject to change.

Job Responsibilities and Performance Standards:

- Serve as staff to the ICJE Board of Trustees, and designated groups, and ensures compliance with mandatory educational standards established by statute, the Trustees and other judicial branch policymakers.
- Administer the Institute's \$1.4 million budget, comprised of both state funds and private monies, and makes recommendations as part of the annual budget process.
- Oversee and supervise staff members of the Institute, and is responsible for all aspects of performance management.
- Research and review literature for best practices and innovative programs in the field, including distance learning, and determines potential application to Georgia courts.
- Lead, as directed, the ICJE Board's special projects and advisory committees.
- Engage in active outreach to other units of the judicial branch, legal system partners, court-affiliated professional associations, pertinent educational institutions, interested community groups and public agencies, in order to: (i) acquire intellectual capital resources for ICJE efforts, and (ii) advance understanding and knowledge of operations in the judicial branch.

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- Oversee the development and delivery of the ICJE strategic plan.

Minimum Job Requirements:

- A Juris Doctorate from an accredited law school, and completion of a licensure exam and membership in a federal or state bar association is required.
- Five years of organizational experience working with a governmental, non-profit, educational or professional organization in the design and application of adult education programs (preferably in a court environment), and demonstrated work experience exercising budgeting and expenditure controls.
- Excellent organizational, communication and public relation skills.
- Knowledge of computer software such as Microsoft Office (Outlook, Word, Excel, PowerPoint), Citrix (Go-to-Meeting/Go-to-Training), Adobe (Acrobat Pro/Reader), Google Chrome, Mozilla Firefox and Dropbox.
- Ability to travel extensively state-wide and occasionally out-of-state.

To apply:

Applicants must apply to [UGA iPAWS- ICJE Executive Director](#) by close of business **November 18, 2016**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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